

**DIRECTIVE NUMBER: 200-05-07**

**DATE:** June 25, 2013

**TO:** All Kansas Department of Labor Employees

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Announcement of Subsistence Rates; Reimbursement of a Meal without Overnight Travel

1. Purpose: Option to reimburse a traveling employee while in travel status for a meal. One meal may be reimbursed in limited situations to an employee conducting official state business, but not traveling overnight.
2. References: Division of Accounts and Reports Informational Circular 14-A-002, June 18, 2013.
3. Content: Previously, a meal could not be reimbursed when an employee leaves and returns on the same day. K.A.R. 1-16-18(c)(3) allows meal reimbursement for the following single-day travel situations in which an employee is likely to pay out-of-pocket expenses:
  1. when an employee is required to travel on official state business, and the employee's workday, including travel time, is extended three hours or more beyond the employee's regularly scheduled work day; or
  2. when an employee is required to attend a conference or a meeting as an official guest or participant, and a meal is served during the required attendance time.

The following additional conditions apply to the meal reimbursement:

- The reimbursement for one meal per day is optional, at the discretion of the agency head or designee.
- In either of the qualifying travel situations, the point where the official business is conducted must be **more than 30 miles** from the employee's official station.
- No reimbursement is allowed when a meal is provided at no cost to the employee.
- Only one meal per qualifying trip may be reimbursed.
- The reimbursement must be paid at the rates set for breakfast, lunch, or dinner.

The current rates are:

| Area                                                                                         | Breakfast | Lunch   | Dinner  |
|----------------------------------------------------------------------------------------------|-----------|---------|---------|
| In-State/Border City                                                                         | \$11.25   | \$12.25 | \$23.50 |
| Out-of-state                                                                                 | \$11.25   | \$12.25 | \$23.50 |
| Out-of-state High-cost                                                                       | \$11.75   | \$13.25 | \$25.00 |
| Out-of-state Spec. Designated High-cost                                                      | \$15.50   | \$17.00 | \$32.50 |
| (Please note that these meal rates are the same as those used to determine meal reductions.) |           |         |         |

- This is a meal allowance type of reimbursement. Actual receipts are not required. There is no provision to reimburse an employee if the actual cost of a meal exceeds the per-meal reimbursement rate.
- The reimbursement of meals by the quarterly allowance method is not allowed unless overnight travel is necessary.

When travel qualifies for reimbursement of a meal, and the reimbursement is approved by the agency head or designee, Form K-MGT 5009, Travel Expense Report, must include the following information: date, departure time, arrival time, destination, meal (the amount of the meal requested), and the purpose of travel. The meal requested for reimbursement (e.g., lunch) should be shown in the "Description of Expense " column, as well as the employee's scheduled work hours for the day (e.g., 8 a.m. 5 p.m.).

- Please remember that these same-day travel provisions apply only to travel on or after February 15, 2002.

Action Required: Inform all staff of the contents of this Directive and prepare vouchers in accordance with procedures outlined above.

Inquiries: Annette Morris, (785) 296-5000 x2554, Fiscal Management.

Frequently Asked Questions Regarding Reimbursement of a Meal without Overnight Travel as Authorized by [Kansas Administrative Regulations K.A.R.1-16-18\(c\)\(3\)](#).

Lana Gordon, Secretary of Labor  
*Signature on file*

Rescissions: 200-04-06

Expiration Date: Continuous